



What is EMS4Stroke?

The EMS4Stroke Learning Management System (LMS) provides an online learning platform to educate those who work in Emergency Medical Services (EMS) on their role in stroke management.

How does EMS4Stroke help me?

The Florida Department of Health strives to ensure that Florida's EMS professionals are properly trained to recognize and respond to a patient experiencing stroke symptoms.

This guide will explain how to create an EMS4Stroke account, access the EMS4Stroke LMS, and upload course information and course certificates from EMS4Stroke into TRAIN Florida.

This document will guide you on how to [create an EMS4Stroke user account](#), how to [log in to the Stroke Awareness site](#), how to [register for the EMS4Stroke course](#), and how to [add the course](#) and [add the certificate to your TRAIN Florida Transcript](#).

NOTE: Do not contact your TRAIN Florida Administrator for issues with the EMS4Stroke LMS website or course – contact the website/course help service

Creating an EMS4Stroke User Account

The following steps will instruct you on how to register as a user on EMS4Stroke.

Step 1: Open your internet browser and navigate to the [Stroke Awareness homepage](#)

Step 2: Click on the **Log In/Register** link located in the upper right-hand corner of the homepage



Step 3: To create an EMS4Stroke user account, click on the gold **Register Now** button

Please Log In or Register Now to access EMS Resources

Registered User Login

☐ Remember me
[Forget your password? Click here](#)

Not a Registered User?
Register now to order free resources by mail.





Step 4: You will be directed to the **New Users** page. Enter all requested information, and complete new user registration form. Required fields are marked by red asterisks *

New users

Fill out the information below if you would like to keep up to date on the latest guidelines and articles relating to stroke, and to receive educational resources from Genentech.

Fields marked with an asterisk (*) are required.

* First name	* Last name
<input type="text"/>	<input type="text"/>
* Profession	
<input type="text" value="Select..."/>	
* Speciality	
<input type="text" value="Select..."/>	
Institution	
<input type="text"/>	
Phone	
<input type="text"/>	
* Email (This will be your username.)	
<input type="text"/>	
* Password	* Confirm password
<input type="text"/>	<input type="text"/>

Step 5: Click the **Submit** button.

Step 6: You will be redirected to a confirmation page. Click the gold **Continue** button to return to the Stroke Awareness homepage

Thank you for registering.

CONTINUE

Logging in to the EMS4Stroke LMS and Managing Courses

After creating your account you may log in to the system and access the course offered by the EMS4Stroke LMS.

The following steps will instruct you on how to complete the course offered through the EMS4Stroke LMS:

Step 1: Open your internet browser and navigate to the [Stroke Awareness homepage](#)

Step 2: Click on the **Log In/Register** link located in the upper right-hand corner of the homepage





Step 3: Enter your username and password. Your username is the e-mail address provided during registration. Click the gold **Log In** button to access the EMS4Stroke LMS

Please Log In or Register Now to Order Resources

Registered User Login

Username

Password

☐ Remember me

Forget your password? [Click here](#)

LOG IN

Not a Registered User?

Register now to order free resources by mail.

REGISTER NOW

Step 4: You will be redirected to a log in confirmation page. Click the gold **Continue** button to return to the Stroke Awareness homepage

Thank you for logging in.

CONTINUE

Step 5: To navigate from the homepage to the LMS, click on the link for **EMS Professionals**



Step 6: Locate the **Interactive EMS Learning** tile and click the gold **Access Now** button to launch the EMS4Stroke LMS



Step 7: The **EMS4Stroke** course should open.





How to Manage EMS4Stroke Courses in TRAIN Florida

→ It's a New Day in Public Health



NOTE: You **must complete the course in its entirety** in order to receive the certificate. Be sure to save an electronic copy of your certificate in an easy to find location on your computer before you try to add it to the Non-TRAIN Course.

Add an EMS4Stroke Course to your TRAIN Florida Transcript

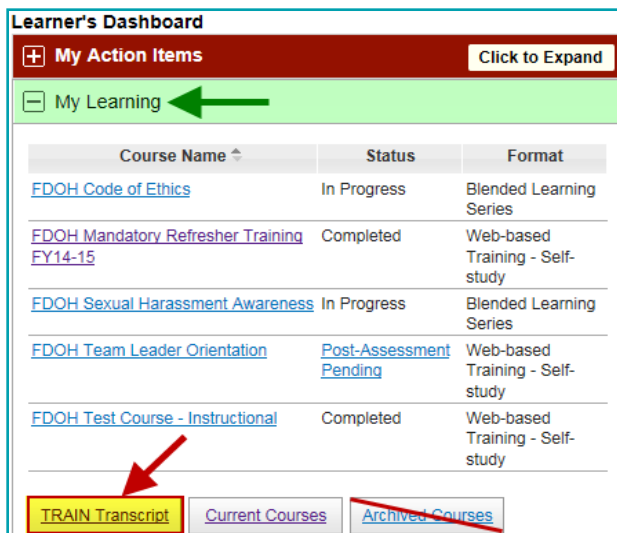
Once you have completed the training course offered through the EMS4Stroke LMS you will need to upload the completed course information and your certificate, as a Non-TRAIN course to your TRAIN Florida transcript.

These are basic instructions. For detailed instructions please consult the [How to Manage Non-TRAIN Courses](#) help document.

The following steps will instruct you on how to complete the Non-TRAIN Course Details form:

Step 1: Log in to [TRAIN Florida](#)

Step 2: Locate your personal **Dashboard** - Click on the **My Learning** tile to open the menu
Click on the **TRAIN Transcript** button





How to Manage EMS4Stroke Courses in TRAIN Florida

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- Step 3:** You will be directed to your **Transcript** screen
Locate the **Non-TRAIN Courses** section, at the bottom of your transcript
Locate and click on the **Add** button

Transcript

Tip: To sort the transcript by column, click the title-text of that column.

Click on course title to view course details

20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 1 to 16 of 16

Remove course from Transcript Edit Score (You may not edit a score for a course that has been verified, a course that you have withdrawn from, or a course for which the status is updated automatically)

Non-TRAIN Courses Add

Course Started Completed Format Score Credit Verified

20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 0 to 0 of 0

Back

- Step 4:** The **Non-TRAIN Course Details** screen will open. This screen is the **Non-TRAIN Course Details** form

Please provide all requested course detail information as well as the required information when completing this form, this will ensure a quick verification. All information **required** by the TRAIN system will be marked by a **red asterisk *** the system will not let you continue if you leave one of the required fields blank

Non-TRAIN Course Details

* = required fields.

Title*: Non-TRAIN Test Course

Start date*: 3/18/2015

Completion date*: 3/18/2015

Course URL: https://nontraintesturl.com

Course Format: Web-based Training - Self-study

Course Provider Name: TRAIN Florida Support Team

Course Grade Points: 100

Course Grade Percentage: 100 %

Credit Type*: CEU/CE

Amount*: 2

Contact Name*: John Smith

Contact Phone: 850-245-4008

Contact Email: John.SmithTest@flhealth.gov

Additional Info: This is a test entry for the Non-TRAIN course.

Verified: ☐

Save Cancel

--Select--

- Web-based Training - Self-study
- Webcast (on demand)
- Webstream/Archived Webcast
- Audioconference
- Meeting
- On-Site - Classroom course or workshop
- On-Site - Conference
- Satellite Broadcast
- Tabletop Exercise or Drill
- Videoconference
- Web-based Training - Facilitated
- Webcast (live event)
- Audio Tape
- CD-ROM
- Computer-based Training
- DVD
- Other
- Text-based (print and electronic based)
- Videotape
- Blended Learning Series
- Conference
- Seminar (Training)
- Workshop
- Table Top
- Game
- Drill
- Functional
- Full Scale

ADA- American Dental Association

ADA CERP

ADA/CERP: Continuing Education Credit Hours

Adv. POS

ANCC: Contact Hours Continuing Nursing Education

AOTA: Contact Hours/CEUs

APA: Continuing Education Credit

ASHA: CEUs

ASWB: Continuing Education Clock Hours

CA BBS-The California Board of Behavioral Sciences

CDR: Continuing Professional Education Units

CEC - Dental

CEM

Certificate of Attendance

Certification

CEU/CE

CHES

Childcare Providers

CLE

Clock Hours

CME

CNE Contact Hours

Contact Hours

Contact Hours of ANCC

COPE: Continuing Optometric Education (COE)

CPHCE

Developmental Disabilities

Dietitians CPE

E-CERP

Emergency Medical Technician





When you have finished entering your course information, click the **Save** button to submit the form for review, and add the course to your TRAIN Florida Transcript.

NOTE: The course will not be marked as Verified until a TRAIN Florida Administrator has reviewed the details.

Step 5: Notify your TRAIN Florida Local Administrator

To ensure the quick verification of your Non-TRAIN course you must notify your TRAIN Florida Local Administrator and let them know you have a course ready for review.

DOH staff - Click this link [TRAIN Florida Local Administrators](#) and locate the Administrator for your area. The .pdf document will open in a new window.

NOTE: The list above is a list of Florida Department of Health TRAIN Florida Administrators. Your organization may have a different contact list.

Once you have located your Local Administrator on the list, **click on their e-mail address** to open an e-mail addressed to the Administrator.

Use the **Subject Line: Non-TRAIN Course Details form for review - {your full name}** and send the e-mail. You may choose to include information in the body of the e-mail, but it is not necessary.

How to Add an EMS4Stroke Training Certificate your Non-TRAIN Course

You should **upload your certificate for the EMS4Stroke course**, into your TRAIN Florida Transcript **as soon as possible** after you submit the course information for approval. This will speed the course approval. Be sure to have the electronic copy of your certificate saved.

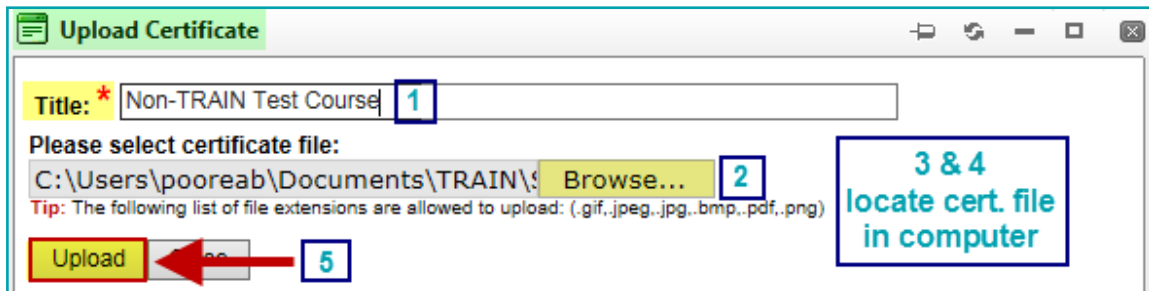
Step 1: Follow [Steps 1 & 2, Page 4](#) of this document.

Step 2: You will be directed to the Transcript screen. Locate the **Non-TRAIN Courses** section. **Make a note of your exact course title**, you will need to enter the exact course title on the next screen. Click on the **Upload External Certificate** button

Non-TRAIN Courses								Add
Click on course title to view course record								
Course	Started	Completed	Format	Score	Credit	Verified		
Non-TRAIN Test Course	3/18/2015	3/18/2015	Web-based Training - Self-study	100.00 points 100.00%	CEU/CE: 2	<input type="checkbox"/>	Upload External Certificate	
20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All								Displaying page 1 of 1, items from 1 to 1 of 1
Back								



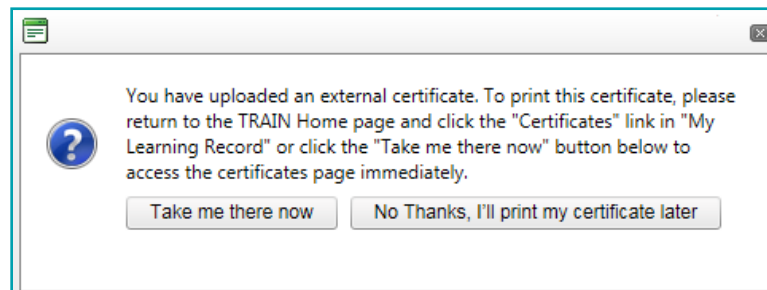
Step 3: The **Upload Certificate** screen will open over the transcript page



To upload the course certificate to your transcript:

1. Enter the exact title of your course into the **Title** field – This is a required field
2. Click the **Browse** button and locate your certificate on your computer
3. Click on the certificate file, and follow the browse window directions
4. When the certificate file is loaded, the file name will be shown in the **Please select certificate file:** field next to the Browse button
5. To add your certificate – Click the **Upload** button – the window will refresh and show you the uploaded file – Click the **Close** button

Step 4: A pop up window will open and confirm the upload.



You may choose to access the certificate right away by clicking the **Take me there now** button, or print it later if you need it, from your My Certificates tool.

Use this help document to locate your certificates – [Where are My Training Certificates?](#)

If you have questions or need assistance regarding the management of your Non-TRAIN Courses in TRAIN Florida, please contact your [Local TRAIN Florida Administrator](#)

NOTE: Do not contact your TRAIN Florida Administrator for issues with the EMS4Stroke LMS website or course – contact the website/course help service

